

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

FROM : Chief, Clerical Training

SUBJECT: Week of 10 - 16 April

DATE: 17 April 1956

1. Numbers in Clerical Induction Training. During the week of 9 April there were 37 people in Clerical Induction Training. At the same time last year there were 53.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 9 people for the week of 9 April. One year ago there were 17.

3. Instructor Enrolled in Course. [] has been enrolled in the Effective Writing Course beginning on 10 April and lasting for ten weeks.

25X1

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OTR/CT:MAH:dmg